



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 18-1230, **Version:** 1

TRANSMITTAL LETTER FOR BOARD MEETING OF DECEMBER 20, 2018

COMMITTEE ON PROCUREMENT

Mr. Brian A. Perkovich, Executive Director

Authority to increase purchase order, E-Learning Courses for Return-to-Work Program with RedVector.com, LLC, and amend an agreement with RedVector.com, LLC. in an amount of \$28,400.00, from an amount of \$42,600.00, to an amount not to exceed \$71,000.00, Account 101-27000-612820, Purchase Order 3099149
(Deferred from the December 6, 2018 Board Meeting)

Dear Sir:

On February 1, 2018, the Board of Commissioners authorized the Director of Procurement and Materials Management to award a purchase order and agreement for E-learning Courses for the District's Return-to-Work program to RedVector.com, LLC in an amount not to exceed \$42,600.00. This agreement does not expire until the end of 2020.

There have been no prior change orders.

An increase is requested to provide 100 additional courses specifically for laboratory employees. These classes were specifically chosen by the Monitoring and Research Department to provide continuing education to their employees.

The change order is in compliance with the Illinois Criminal Code since these requests for laboratory classes were not made until the 2019 budget process by Monitoring and Research and were not foreseeable when the contract was initially signed. It is also in the best interest of the District to provide these classes to laboratory personnel.

It is hereby recommended that the Board of Commissioners authorize the Director of Procurement and Materials Management to execute a change order to increase the purchase order in an amount of \$28,400.00 (approximately 66.67% of the current purchase order value) from an amount of \$42,600.00, to an amount not to exceed \$71,000.00.

Funds for the 2019 expenditure in the amount of \$14,200.00 are available in Account 101-27000-612820. The estimated expenditure for 2020 is \$14,200.00. Funds for 2019 and 2020 expenditures are contingent on the Board of Commissioners' approval of the District's budgets for those years.

Requested, Beverly K. Sanders, Director of Human Resources, BKS:RJB
Recommended, Darlene A. LoCascio, Director of Procurement and Materials Management
Respectfully Submitted, Barbara J. McGowan, Chairman Committee on Procurement
Disposition of this agenda item will be documented in the official Regular Board Meeting Minutes of the Board of Commissioners for December 20, 2018